



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FINGERPRINT SPECIALIST I

Job Number: 20000727

Job Code: 24810V000101

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 02/16/2005

Job Revised: 02/24/2006

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Learns to and performs duties in fingerprint identification via entry and verification of fingerprint records in the Automated Fingerprint Identification System (AFIS); performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High School and 54 semester hours from a college or university.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Work experience in fingerprint comparison or as a law enforcement officer will substitute for the required college on the basis of one year of experience for two years of college.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Learn the duties in the principles and methods of obtaining and processing fingerprints. Under supervision performs the following duties: receives and scans inked fingerprint exemplars into the AFIS; analyzes and confirms identity, through use of fingerprint ridge detail, which is part of the verification process generated by entries into the AFIS; determines which fingerprint images are retained as the master search set; continuously maintains the Kentucky State Police master fingerprint file by the consolidation of duplicate records; manually (ink and paper) or electronically (Live Scan) fingerprints civilian applicants and new employees. Performs general office procedures.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel may be required. Incumbents may be exposed to hazardous chemicals and/or fluids when obtaining and/or analyzing fingerprints.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.